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MANAGEMENT STAFF
PROJECT ASSIGNMENT CONTROL

6-60

DATE OF ASSIGNMENT: 18 October 1956

O AND M STAFF		RECORDS MANAGEMENT STAFF		BUSINESS MACHINES STAFF	
	ORGANIZATION		REPORTS		ELECTRONIC DATA PROCESSING SYSTEM
	FUNCTIONS		CORRESPONDENCE		INTEGRATED DATA PROCESSING SYSTEM
	STAFFING		FORMS		ELECTRIC ACCOUNTING MACHINE SYSTEM
	PROCEDURES	X	RECORD MAINTENANCE		MACHINE DEVELOPMENT
	WORK MEASUREMENT		RECORD DISPOSITION		MICROPHOTOGRAPHY
	RESEARCH STUDY		VITAL MATERIAL		BUSINESS MACHINES BULLETIN(S)
	OTHER		OTHER		OTHER

AGENCY COMPONENT: Graphics Register Division

AREA: [V] DD/S [ ] DD/I [ ] DD/P

TITLE OF PROJECT: Installation of Agency Filing System in Graphics Register Division

DESCRIPTION OF PROJECT (*Explain urgency, if appropriate*)

Develop file plan for subject numeric filing of administrative records in the following offices:

Chief, Graphics Register Div.
Chief, Photograph Branch, GR
Chief, Film Branch, GR

Install subject numeric system in these offices, combining duplicate files where possible. Coordinate with the records disposition survey now in process the destruction or transfer to the Records Center of inactive records. Train GR files personnel.

Target date below covers setting up 1957 files.

[ ] CONTINUE ON REVERSE

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DATE OF REQUEST	REQUESTOR (Name & Title)	APPROVAL DATE	TARGET DATE
17 Oct. 56	[redacted] Chief, Graphics Register Division	18 Oct. 56	1 Jan 57

ESTIMATED MAN DAYS REQUIRED			ANALYST	APPROVING OFFICER
ANALYST	CLERICAL	TOTAL		
15	1	16	[redacted]	

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COMPLETION REPORT

IMMEDIATE RESULTS ACCOMPLISHED

1. Separated current records from noncurrent material in the office of the Division Chief, and the Offices of the two Branch Chiefs.
2. Destroyed the equivalent of two file drawers of inactive nonrecord material.
3. Installed in the Agency subject-numeric filing system in each of the three offices.

[X] CONTINUE ON REVERSE

RECOMMENDED FUTURE ACTION

Follow up on the effectiveness of the revised filing system before the end of the calendar year.

DATE STARTED	DATE COMPLETED	MAN DAYS REQUIRED		
		ANALYST	CLERICAL	TOTAL
22 Oct. 56	18 April 1957	10	1	11

FORM NO. 803 REPLACES FORM 803, 1 SEP 55 AND 1 DEC 56 WHICH MAY BE USED. (36-38-43)

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ACCOMPLISHMENTS, RESULTS ACCOMPLISHED (Continued)

5. Made available an average of 20% more file space in each office which together with [illegible] record series and records disposition practices, should provide sufficient safe retained space for the foreseeable future.

The attached memorandum to the Chief, Graphics Register Division, gives further details on the results of the project.

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[redacted]

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